

Internship Expectations and Procedures
8th Grade Exploring Business Technologies
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This middle school internship is designed to explore the nature of business in an international economy. Emphasis is on using the computer while studying applications in these careers along with learning soft skills, problem solving and thinking skills. Learning and using team building and leadership skills will be an essential part of this internship. This internship contributes to the development of a career development plan. English language arts, mathematics, and social studies are reinforced.

In 8th Grade Exploring Business Technologies we will explore:

- ☞ Microsoft Office Applications (Word, Excel, Desktop Publisher, and PowerPoint)
- ☞ Business (Principles of Business and Entrepreneurship)
- ☞ Career Research
- ☞ Job Skills (Application, Resume, Interview)
- ☞ Cooperative Learning - Students will be expected to work as a team.
- ☞ Leadership and Team Building Skills

Module 01—Principles of Business

This module is designed to teach the basic principles of business including purpose, functions, and classifications of businesses.

Module 03-Understand the Concept of Entrepreneurship

This module is designed to teach the concept of entrepreneurship. Interns will know the personal characteristics and skills needed for a successful entrepreneur. Understand entrepreneurship and the entrepreneurial process. Understand the procedures and requirements for starting a business.

Module 04—Careers

This module is designed to develop a basic understanding of the different types of careers in business, marketing, and entrepreneurship fields. Interns will research the various types of careers and explore their own career interests.

Module 06—Employment Skills

This module is designed to teach students the requirements for seeking, gaining, and maintaining employment. Interns will explore skills needed for each. Interns will complete job applications and role-play interviewing situations.


Soft Skills – character traits or interpersonal aptitudes that affect your ability to work and interact with others (Time Management, Teamwork, Leadership, Communication, Problem Solving, Positive Attitude, and Work Ethics).

ONLINE EXPECTATIONS:

In order to support a safe and comfortable online learning environment, interns are expected to:

- Respect themselves and those around them.
- Follow directions the first time given.
- Complete all assignments and turn in on time.
- Respect all electronic resources.
- Follow the behavior guidelines established for online chats and small groups.
 - Mute yourself when you are not speaking
 - Raise your hand when you want to speak
- Read announcements posted in Canvas (may be daily or weekly).
- Check Canvas inbox daily and respond to messages in a timely manner.
- Inbox me via Canvas inbox for any questions or concerns.
- You can schedule a virtual one-on-one meeting on Fridays.
- Participate in staff meetings (live instruction).



LATE WORK POLICY:	REQUIRED MATERIALS:
 <p>Please pace yourself to ensure that you have ample time to complete assignments each week. On the assigned due date, work should be submitted (uploaded) in Canvas by 11:59 pm. Work submitted outside of the given timeframe may receive partial credit.</p> <p><i>Please refer to SWMS Student Handbook for additional information.</i></p>	<p>Interns should log in at the designated shift (encore) time prepared to complete job task (assignments). The following supplies will assist with internship:</p> <ul style="list-style-type: none">• Electronic device to access Canvas• Ear buds or headphones• USB flash drive (recommended to back up One Drive) *not needed until 2nd half of the school year• Pencils, Pens, Paper (as needed)

Online Learning Resources


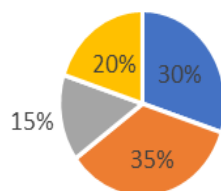
Students' learning will be supplemented with [Applied Educational Systems \(AES\)](#), an online interactive learning tool comprised of hands on activities

Please check [Canvas](#) for daily announcement, assignments, class information and updates.

Interns will be supplemented with [CFNC](#), a free service of the State of North Carolina. CFNC promotes access to North Carolina higher education and assists students with education planning, career planning, and applying and paying for college.

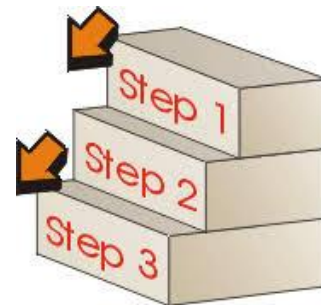
Interns will use Teams for staff meetings (live instruction).



Evaluation (Grading)	Evaluation (Grading) Category Weight
<p>Grading for this class will be done based on weighting rather than assigned points.</p> <p>A (90-100) B (80-89) C (70-79) D (60-69) F (59 & below)</p> 	<p>Grades</p>  <p>■ Classwork ■ Test/Project ■ Quiz ■ Participation</p>

Remote Learning Procedures

- ❖ Participate in staff meetings (live instructions) via Teams.
- ❖ Sign into Canvas daily.
- ❖ Read the weekly announcements.
- ❖ Complete weekly job tasks (lessons).



Live Instruction Expectations

Can I help you?



Exploring Business and Entrepreneurship is a self-paced internship. However, I recommend that you attend all the staff meetings (live sessions) so that you can have a clear understanding of how to complete your job tasks (assignments) and can ask questions.



- ❖ 1st Shift (Monday/Wednesday 12:15 – 1:15)
- ❖ 2nd Shift (Tuesday/Thursday 12:15 – 1:15)